



BOARD OF DIRECTORS BUSINESS MEETING MINUTES

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

July 27, 2021- 4:30-6:30 p.m.

Call meeting to order – Jeff Tryens, board vice president.....5 min.

- a. Adjustments and approval of agenda

Board members in attendance: Bob Keefer, board president (via Zoom), Jeff Tryens, board vice president, Peggy Tehan, board treasurer, Heath Foott, board member, Molly Baumann, board member

Staff attendees: Jennifer Holland, executive director, Tanner Cornwell, program supervisor

Vice President Tryens called the meeting to order at 4:31 pm.

No reminders.

No adjustments.

- 1. Welcome visitors – Jeff Tryens, board vice president5 min.
 - a. Public comment period (read any public comments submitted via email or mail)

Visitors: none

Public comments: None.

- 2. Consider motion to accept Deschutes County election results and swear in new/re-elected board members - Jennifer Holland, executive director.....10 min.

Executive Director Holland swore in Bob Keefer and Jeff Tryens, re-elected board members.

Vice President Tryens asked for a motion from the board to accept the Deschutes County election results. President Keefer moved to accept the results; Treasurer Tehan seconded. Motion carried unanimously.

- 3. Election of board officers- Jeff Tryens, board vice president.....10 min.

Molly Baumann called in at 4:45 via Zoom, at that time Vice President Tryens formally opened the nominations for the election of board officers. Vice President Tryens proposed a slate; Bob Keefer for president, Heath Foott for vice president, Peggy Tehan for treasurer, and himself as secretary. President Keefer agreed and proposed that the nomination be closed and the board pass this unanimously. Treasurer Tehan moved to approve the consent calendar; Board Member Foott seconded. Motion carried unanimously.

Following the board officer election, Executive Director Holland swore in Molly Baumann. Molly Baumann and the board members provided a brief background of themselves.

- 4. Consider approving resolution 2022-01 which establishes the annual procedures for Sisters Park & Recreation District- Jennifer Holland, executive director.....5 min.

At the beginning of the new fiscal year, the board of director established the annual procedures for the upcoming year. Executive Director Holland explained that these annual procedures establish specific designations, authorizations, and meeting schedule. Treasurer Tehan mentioned that previously the district has not changed



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signature authority for the bank regardless of the election changes. Vice President Tryens asked if it is an issue to keep the same signers on the account. Treasurer Tehan mentioned that it is not an issue in the past as the board members on the account are individual signers, they were not specific to the board jobs. Executive Director Holland stated that it has been helpful having multiple signers on the accounts as different board members are not always available for signature.

Treasurer Tehan moved to approve resolution 2022-01, establishing annual procedures of Sisters Park & Recreation District; President Keefer seconded. Motion carried unanimously.

- 5. Review and consider approval of consent calendar - Jennifer Holland, executive director.....5 min.
 - a. Meeting minutes: June 29, 2021
 - b. May financials

Executive Director Holland reviewed the item on the consent calendar, stating that no significant changes have been made since the initial board review. Vice President Tryens has reviewed and edited the minutes. Board Member Foott moved to approve the consent calendar; Treasurer Tehan seconded. Motion carried unanimously.

- 6. Receive draft June financials - Jennifer Holland, executive director10 min.

Business Operations Manager Sarah Hyatt was not present to present the draft June financials. Executive Director Holland provided a review of the financials. She noted that more revenue had been brought in than anticipated for the month and fiscal year. She also reiterating that June is the closure of the fiscal year. Vice President Tryens inquired about the district’s current salary schedule and if the district will be able to maintain that. Executive Director Holland stated that the management team is reevaluating this, noting that the team is concerned about causing wage compression issues. The district is focusing on one-time sign-on bonuses.

Treasurer Tehan discussed closing the fiscal year and cleaning up the financials prior to the audit in August. Vice President Foott asked if the hiring bonuses are bringing people in. Executive Director Holland said that it has for a few positions but not for all of them.

- 7. Consider motion to approve transferring any excess funds over a \$150,000 threshold from the First Interstate Bank money market into the Local Government Investment Pool managed by Oregon Short Term Fund.- Jennifer Holland, executive director15 min.

Executive Director Holland provided background information on the Local Government Investment Pool (LGIP) and the steps that district has took to move forward with this process. After meeting with the Financial Oversight Committee, it was recommended that the district enroll into the program, retaining \$150,000 in the money market, held with First Interstate Bank. Treasurer Tehan also mentioned that this would just be for the district’s general checking, not the committee or other funds held by the district.

President Keefer motioned to approve transferring any excess funds over a \$150,000 threshold from the First Interstate Bank money market into the Local Government Investment Pool managed by Oregon Short Term Fund; Vice President Foott seconded. Motion carried unanimously.

- 8. Executive Director report
 - a. Written report



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Just a reminder to the board that the auditor will be conducting the on-site portion of the audit in August. Additionally, a few financials items, such as the 4th qtr. report, will be delayed and the six-month outlook may have a few adjustments.

9. Board President updates

President Keefer thanked the newest board member, Molly Baumann, for joining the board.

10. Vice President Tryens adjourned the meeting at 5:36 pm.

Respectfully submitted,

Sarah Hyatt, Recording Secretary

Approved by Board of Directors on 10/26/2021